

# **TERMS OF REFERENCE FOR HIRING A CONSULTANT FOR IMPENDING TRANSFORMATION TO A NEW LOCAL GOVERNMENT SYSTEM**

## **Background:**

The Government of the Punjab Finance Department desires to shift to a new local government system with an objective to improve delivery of services to citizens. The transition would entail changes in financial management systems and rules etc. for the local governments vis-à-vis the existing arrangements made in terms of the provisions of Punjab Local Government Act, 2013. The transformation is expected to take place at a fast pace. The Finance Department needs to augment its capacity for this transformation to keep pace with the implementation of the new incoming local government system. Accordingly, it is required that an experienced Consultant on short term basis may be engaged to advise the Finance Department for transition to the new local government system.

The terms of reference for hiring the services of the short-term Consultant are as under;

### **(i) Qualification**

At least graduate from recognized University.

### **(ii) Experience, Knowledge and Skills**

- A comprehensive knowledge of Public Financial Management (PFM) Systems in Punjab, especially those relating to Local Government Finance.
- At least five years experience in handling or dealing with provincial finances, budget / accounts and their execution. More experience will carry greater weightage.
- Fully conversant with roles and responsibilities of Finance Department in implementation of systems of local governance / decentralization.
- Experience of designing PFM systems and managing similar transitions in the past would be an asset.
- Ability to critically analyze and evaluate issues in the PFM area, especially to align the PFM systems in consonance with the provisions of the New Accounting Model (NAM) and the PLGA, 2013.

- Must be a good team player
- Must have a visionary approach to problem solving.
- Have excellent oral & written communications skills.

**The consultant will undertake following tasks in a period of 6 months:**

<b>Sr. No.</b>	<b>Scope of Work</b>
1.	Support Finance Department for preparing in development of instructions / guidelines for dissolution of current local governments system and enactment of new local governments system.
2.	Assist Finance Department in designing the legal framework for public financial management in local governments
3.	Develop instructions, guidelines etc. for local governments on financial management systems during the period of transition to the new local government system
4.	Assist Finance Department and interact with the office of Accountant General and State of Pakistan to establish necessary financial systems for local government (local fund, accounting systems etc.)
5.	Assist the Finance Department in resolving the issues arising after the implementation of the new local government system and suggest remedial measures.
6.	Any other task related to the said assignment as deemed necessary and appropriate by the Finance Department.

**Deliverables:**

On submission of:

•	Inception Report	20%
•	Guidelines for dissolution of PLG 2013	20%
•	Final Design of legal, regulatory and financial framework for PFM in new local governments system	30%
•	Rules, Guidelines and Instructions for Transition period and Final report	20%
•	The Consultant will be expected to remain engaged with Finance Department to resolve the teething issues for one month after the implementation of new Local Government System or maximum term of Consultancy, whichever is later.	